



# Davenport Lodge Nursery School

21 Davenport Road

Coventry

CV5 6QA

024 7667 5051

office@davenportlodeschool.co.uk

## Registration Form

### Childs Details

Name: .....

Known as: .....

Gender: .....

Date of Birth: .....

Address: .....

..... Post Code: .....

Home Telephone Number: .....

Sibling(s) currently or previously registered at Davenport Lodge:

Name(s): .....

Date(s) Attended: .....

Where did you hear about us? .....

Details of present Nursery/Childminder:

Name(s): .....

Date(s) Attended: .....

Please note, we will need to take a copy of the prospective pupil's original birth certificate or passport prior to their start date. A copy cannot be accepted.

**Father's Details**

Full Name (including title): .....

Home Address (if different to child's): .....

..... Post Code: .....

Home Telephone Number: .....

Other Daytime Telephone Number: .....

Mobile Phone Number: .....

Email Address: .....

Job Title: .....

Workplace: .....

Work Telephone Number: .....

**Mother's Details**

Full Name (including title): .....

Home Address (if different to child's): .....

..... Post Code: .....

Home Telephone Number: .....

Other Daytime Telephone Number: .....

Mobile Phone Number: .....

Email Address: .....

Job Title: .....

Workplace: .....

Work Telephone Number: .....

Invoices are emailed monthly. Currently we can only send invoices to one parent. Who would you like to receive the invoice?

Name: .....

Email Address: .....

**Emergency Contacts (at least one must be provided):**

Name of emergency contact (one): .....

Known to child as (e.g. Grandad, Auntie Sue, etc): .....

Mobile Telephone Number: .....

Alternative Telephone Number: .....

Name of emergency contact (two): .....

Known to child as (e.g. Grandad, Auntie Sue, etc): .....

Mobile Telephone Number: .....

Alternative Telephone Number: .....

**Please note that the above contact details will only be used in the event that either parent or guardian cannot be contacted and that any person detailed should be able to collect your child at short notice should it be required.**

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**Attendance Requirements**

Please tick the sessions you would like your child to attend (there is a minimum of 4 sessions per week, a full day is 2 sessions):

	Morning (8am—1pm)	Afternoon (1pm—6pm)	Full Day (8am—6pm)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

(Please note, if booking a full time place, sessions cannot be decreased for 6 months from the start date agreed)

I would like my child to start on ..... (DD/MM/YYYY)

Is this a waiting list place only? Yes/No (delete as applicable)

If this is a Kindergarten registration, is this for full time (10 sessions per week), 38 weeks per year attendance?\*

Yes/No (delete as applicable)

If you need to provide any further information in relation to the registration of the prospective pupil, please do so in a covering letter.

\*Places are limited and not guaranteed

Do both parents have parental responsibility for the child? Yes/No

Do both parents agree that the child should attend the nursery?  
(if no, please provide details in a covering letter) Yes/No

Is there anyone else whose consent is required for the child to attend nursery?  
(if yes, please provide details in a covering letter) Yes/No

Is it proposed that anyone other than the parents will pay or guarantee payment  
of the fees? (if yes, please provide details in a covering letter) Yes/No

Are there any court orders in place relating to the child?  
(If yes, please provide details in a covering letter) Yes/No

**Please enclose a £75 registration fee. Thank you.**

**Father's Signature** .....

**Mother's Signature** .....

**Date:** .....

Davenport Lodge Nursery School is part of the Alpha Plus Group and our full Privacy Policy is available [here](#) (if online) and upon request.

The information provided on the registration form will be used during the registration process. Should the application be successful, the information will be held, securely, on file for future use. Where a registration is unsuccessful and a waiting list place is declined, registration forms will be destroyed.

*Office Use Only*

*Reg fee received:*

*Identification seen:*

*Offer letter sent:*

*Acceptance received:*

*Fees in advance received:*

V1 Feb 2020